

# Draft

## Washington State Board of Health Policy & Procedure

**Policy Number:** 003

**Subject:** Travel and Transportation Policy

**Approved Date:**

### **Policy Statement:**

The Washington State Board of Health follows the travel and transportation guidelines provided by the Office of Financial Management (OFM) (10.10 and 10.50). OFM regulation 10.10.10(a)(3) states that agencies shall establish an effective system for management and control over travel-related costs and this system should include written internal policies and procedures which cover the items required in this chapter. The following shall stand as the SBOH travel and transportation policy.

### **Procedure:**

All Board-related travel by Board members and staff will be coordinated through the SBOH administrative staff to ensure that OFM guidelines are met and for the purposes of verifying that funds are available.

No prior authorization or coordination for travel is required when traveling within 75 miles of duty station or residence if no lodging or other expenses will be incurred.

### **Process:**

1. Privately-owned motor vehicle use
  - a. Reimbursement
    - i. At the current private vehicle mileage reimbursement rate (.345 as of 1/01). (10.50.20a)
    - ii. Point-to-point mileage will be calculated using the official Department of Transportation (DOT) highway map. (10.50.20b)
    - iii. Vicinity miles, as determined by odometer readings, are to be shown on the travel expense voucher as a separate figure. (10.50.20b)
  - b. Restrictions
    - i. Daily commute mileage between the traveler's residence and duty station is NOT reimbursable for staff (Board members are an exception). (10.50.25a)
    - ii. Ensure all claims for personal vehicle mileage are for travel that is both critical and necessary for Board business. (10.50.25b)
    - iii. Reimbursement is limited to one traveler when two or more people are traveling in the same motor vehicle on the same trip. (10.50.25c)
2. Rental motor vehicle
  - a. A rental motor vehicle may be used when:

# Draft

- i. A state owned motor vehicle is not available,
  - ii. It is advantageous or more economical, and
  - iii. Necessary Board business may not be accomplished otherwise.  
(10.50.30a)
- b. Conditions
  - i. Reservations will be made at least 24 hours in advance on local rentals, 7 calendar days in advance on one-way rentals. (Budget contract, page 6)
  - ii. No additional drop fee shall be allowed, in either direction, between the following cities:
    - 1. Spokane and Pullman, WA
    - 2. Olympia and Seattle (including SeaTac), WA
    - 3. Portland and Eugene, OR
    - 4. Spokane and Seattle (including SeaTac), WA  
(Budget Contract, page 9)
- c. Restrictions
  - i. **Rent from state contracted rental agency only** (Budget Rent-A-Car) unless the rental firm has no office in that area. In that case, use of personal credit card to obtain a rental car is acceptable with an attached receipt. (10.50.35a)
  - ii. **May not be used for any purpose other than Board business.** If traveler couples other business or personal use, traveler is expected to execute a personal contract to rent a motor vehicle for the non-Board business portion. (10.50.35d)
  - iii. The state will not reimburse travelers for additional insurance coverage. (10.50.35f)

## **Executive Director and/or Administrative Staff Responsibilities:**

- 1. Board administrative staff will verify that travel costs incurred are:
  - a. Directly work related,
  - b. Obtained at the most economical price, and
  - c. Both critical and necessary for state business  
(10.10.10)
- 2. Select the travel alternative that is most economical to the state: (10.10.20(1))
  - a. Car-pooling and greater use of public transportation. (10.10.25)
  - b. Whenever it is feasible for two or more persons to travel on official state business in one vehicle, they are to do so. (10.10.30.a)
- 3. Select the travel alternative that is most advantageous to the state.  
The personal travel plans of the traveler shall not influence the travel arrangements in such a way that causes an additional expense to the SBOH. (10.10.20(2))
- 4. Use the State Travel Charge Card System for the purchase of air travel (10.10.40) arrangements, other common carrier travel (10.50.60), and the authorized motor vehicle rental company (Budget).  
(10.10.45.a)
- 5. Purchasing airfare:

# Draft

- a. Use the state contracted air carrier for air travel services (exceptions may apply for less expensive airfare or if contracted carrier is unable to meet time requirements). (10.50.45a)
- b. Use a state qualified travel agency for air travel arrangements. (10.50.45b)
- c. Use the State Travel Charge Card System for the purchase of air travel. (10.50.45.c)
- d. A traveler may only use their personal financial resources to purchase common carrier transportation in emergency situations. If this should occur, original receipt must be provided. (10.50.75)

## **Traveler Responsibilities:**

All Board members and staff traveling on official state business are responsible for:

1. Being familiar with state and agency travel and transportation regulations before embarking on travel.
2. Exercising the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official state business travel are not acceptable.
3. Paying any excess costs and any additional expenses incurred for personal preference or convenience.
4. Returning as promptly as possible to either the official station or official residence when the state business is completed. (10.10.15)
5. If travel plans are changed due to hazardous inclement weather and other situations that could threaten the health and safety of SBOH personnel, traveler should:
  - a) Promptly notify the Board office of change in travel plans, and
  - b) Note the reason for any additional expense on the traveler's expense voucher. (10.10.35)
6. Where state travel charge card system receipt is issued, attaching the original receipt to the travel expense voucher. (10.10.45.b)